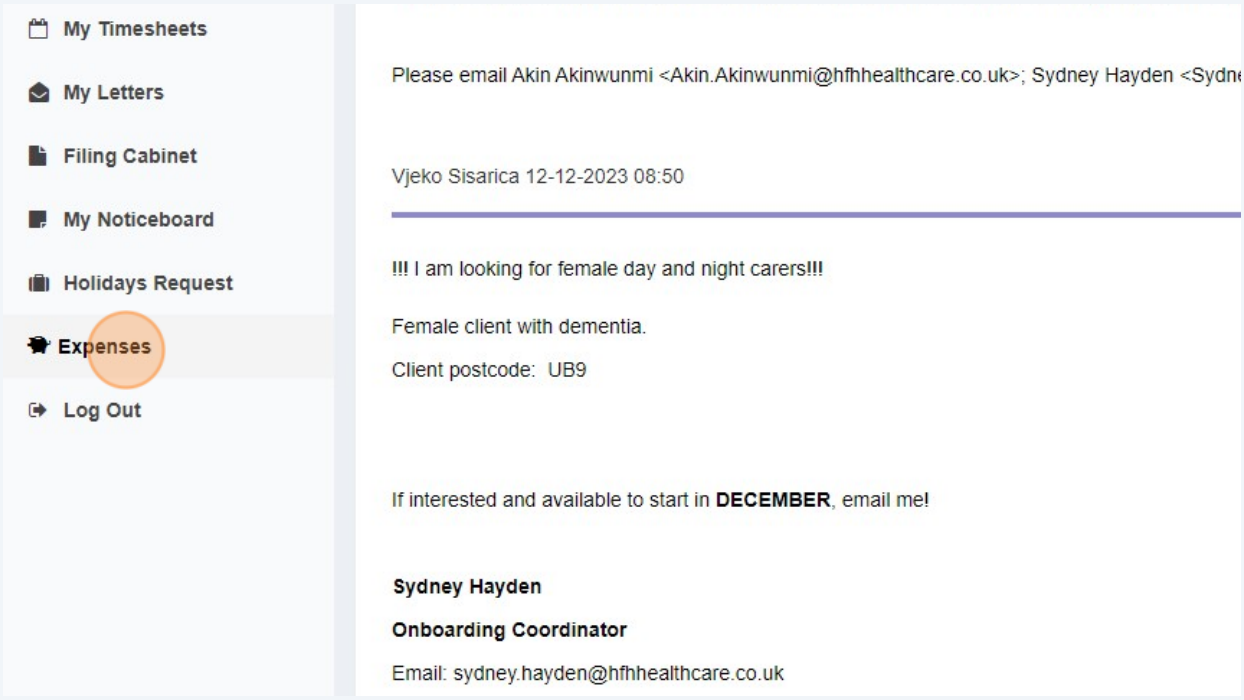
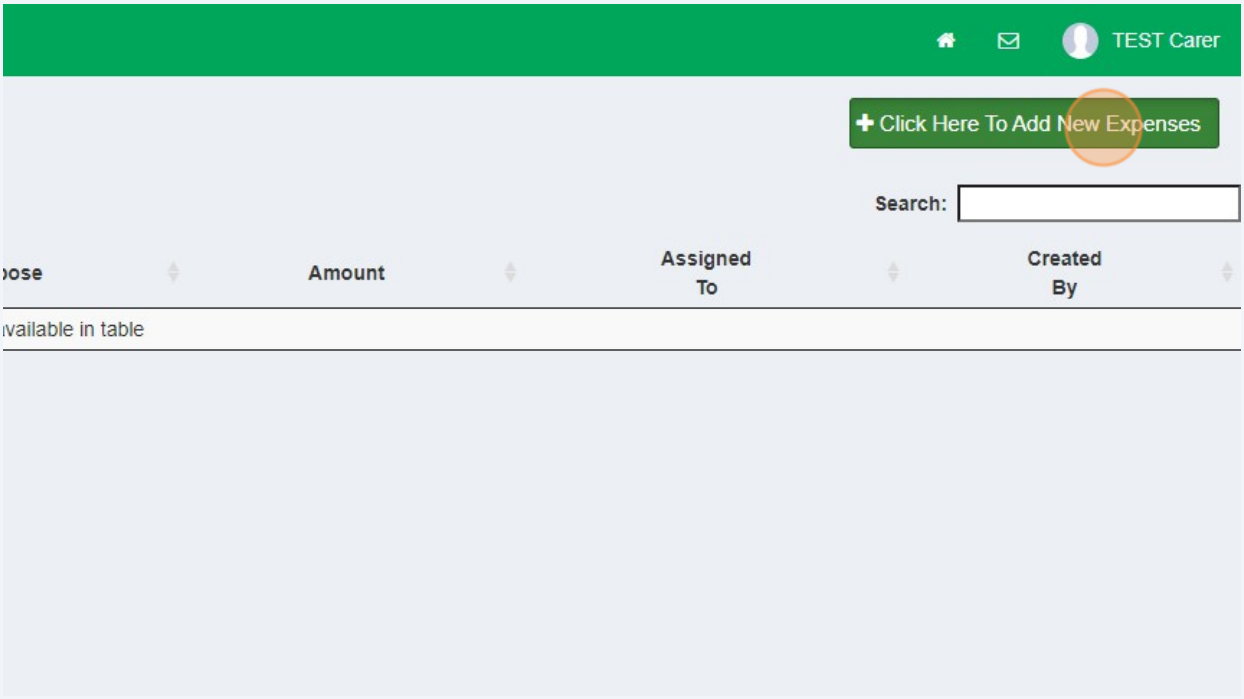
How to Add New Expenses

1 Navigate to https://care2.onetouchhealth.net/cm/caring/main_outcome_geo_lite.php

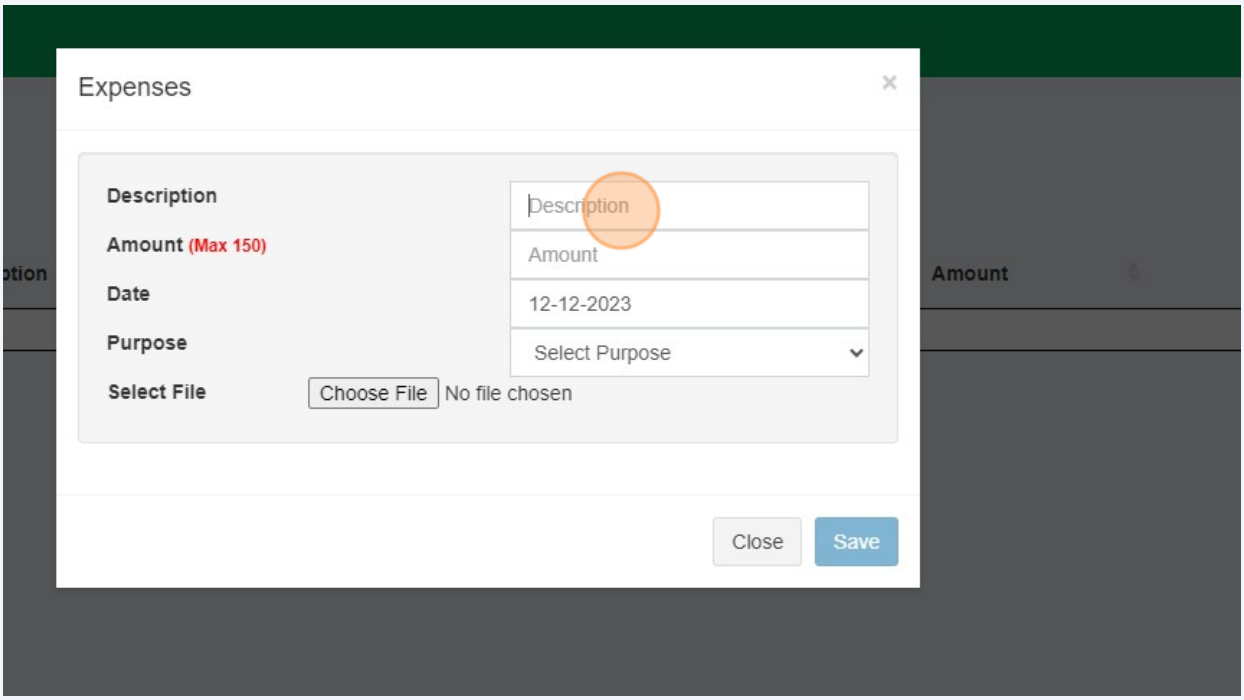
2 Click "Expenses"



3 Click "Click Here To Add New Expenses"

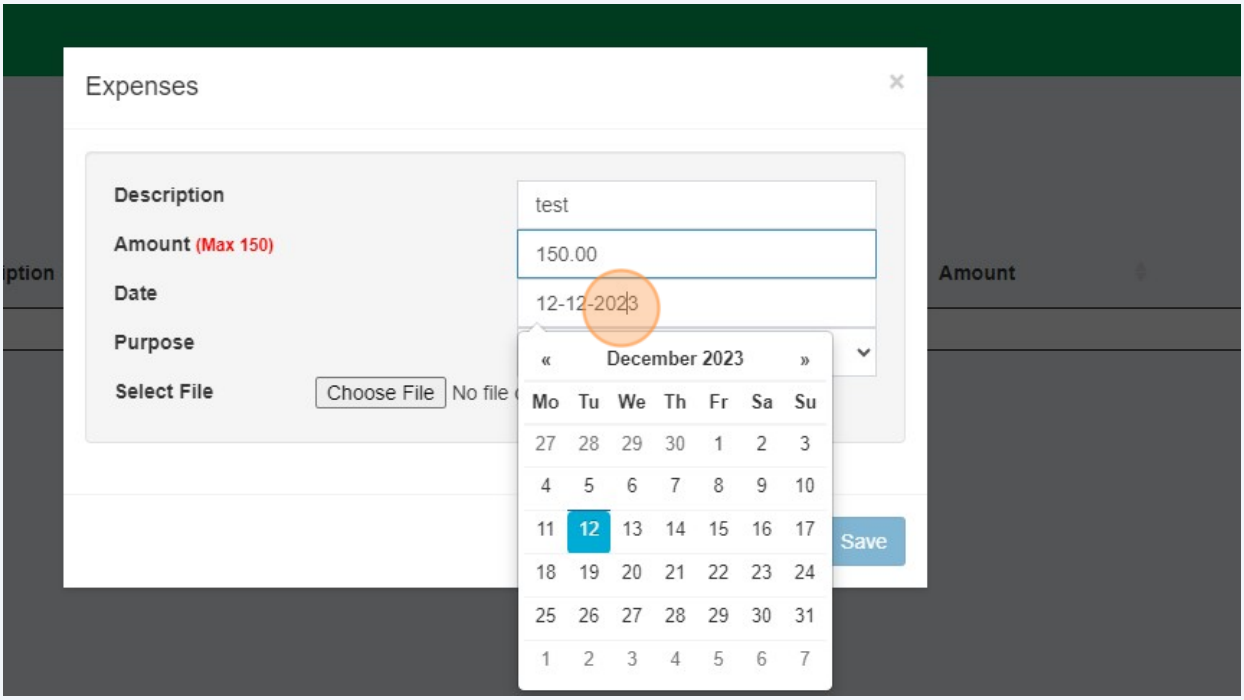


4 Click the "Description" field.

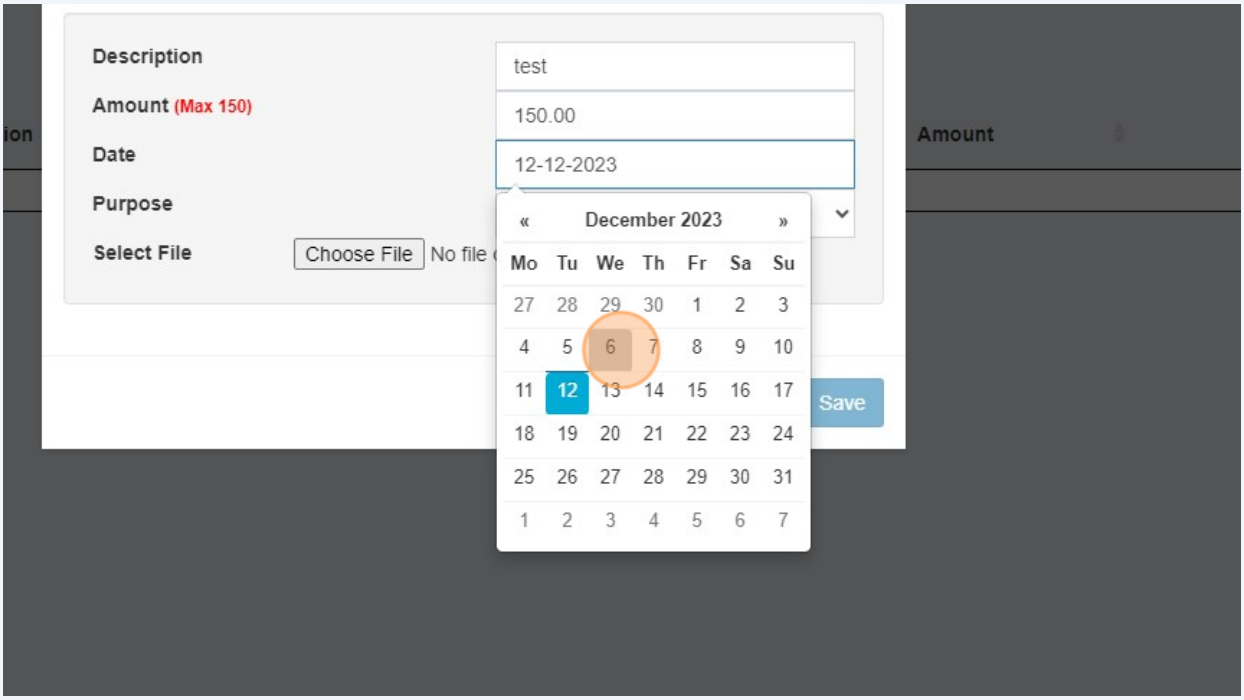


5 Type "test **tab** 150.00"

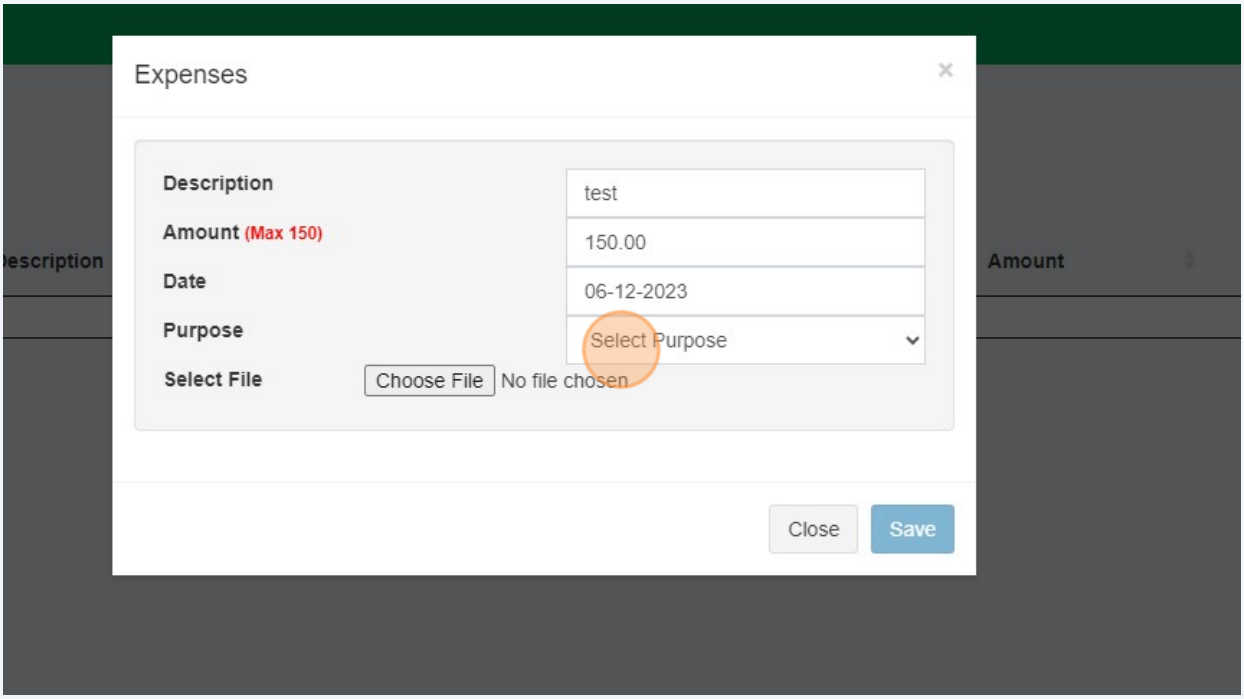
6 Click the "Date" field.



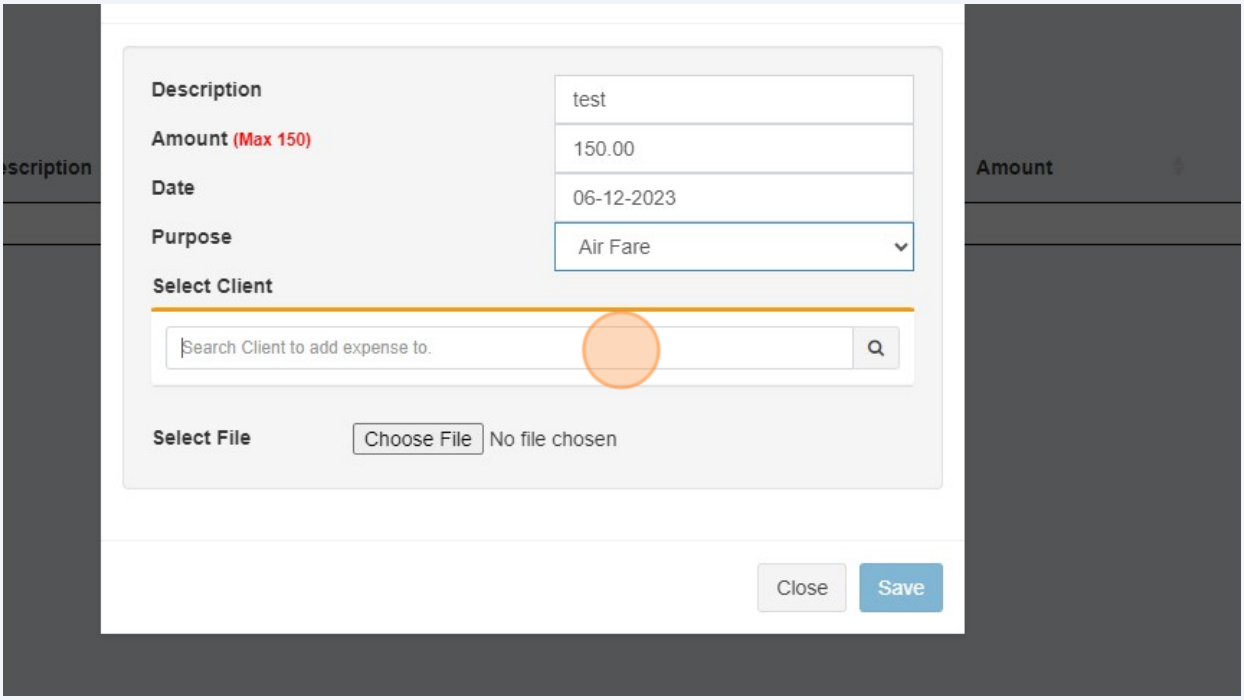
7 Click "6"



8 Click this dropdown.

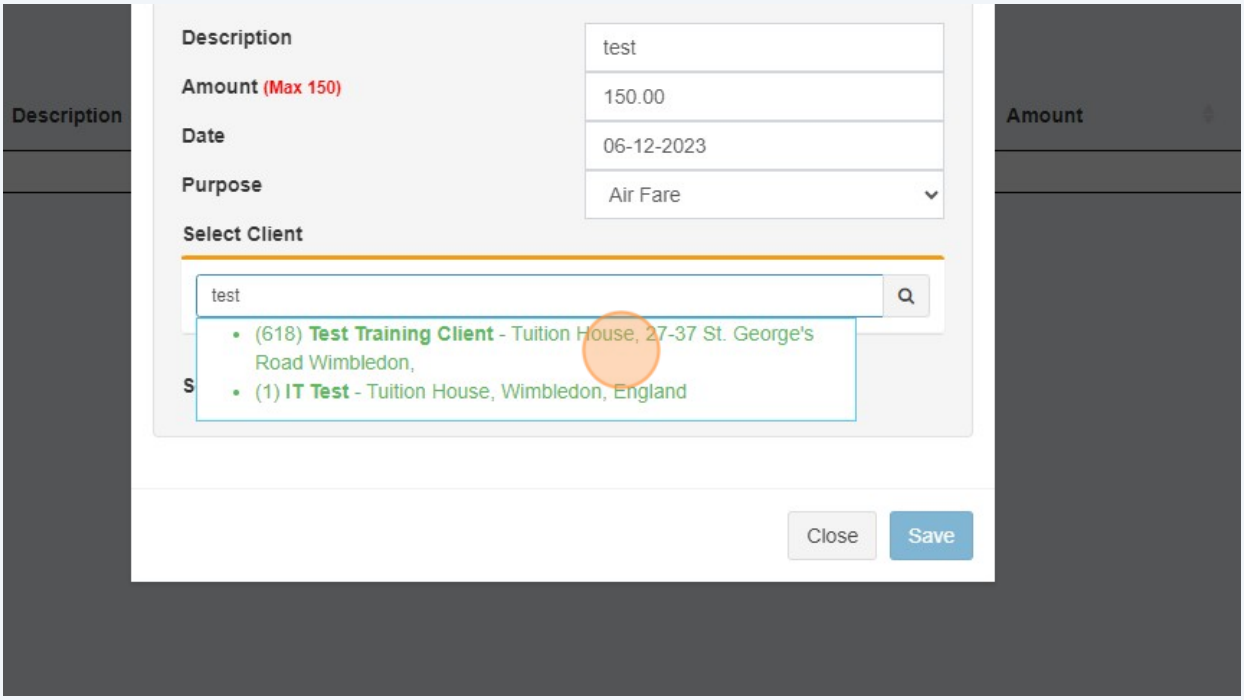


9 Click the "Search Client to add expense to." field.

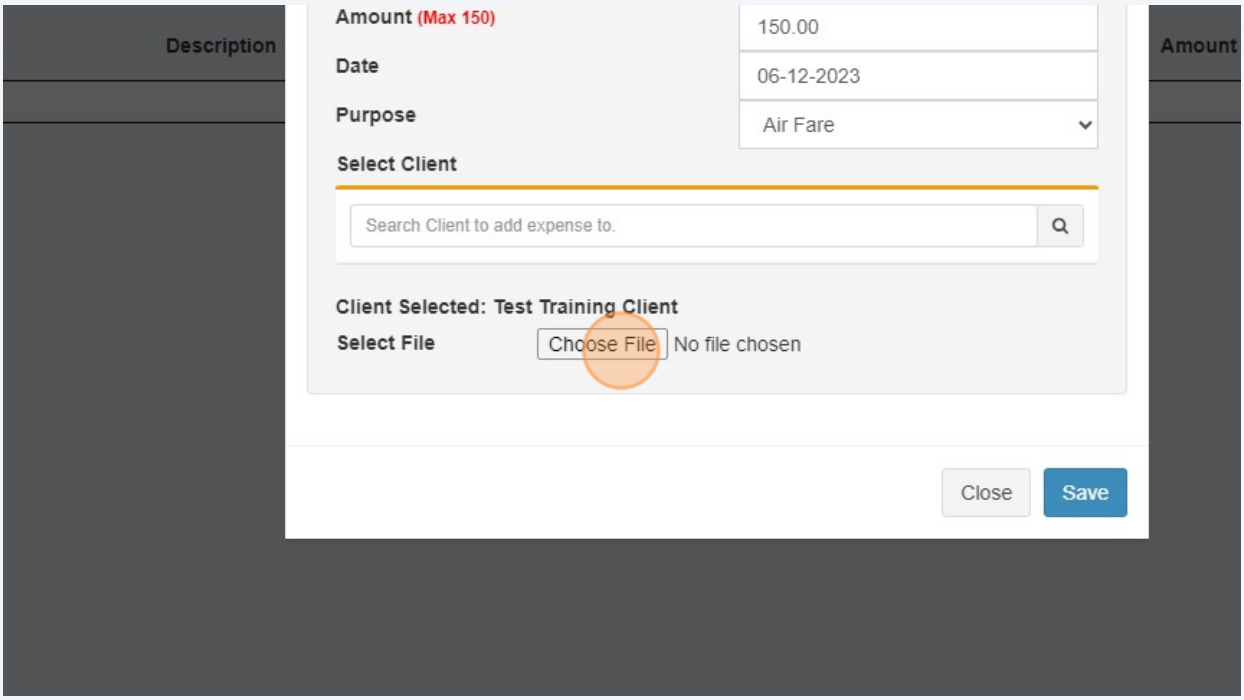
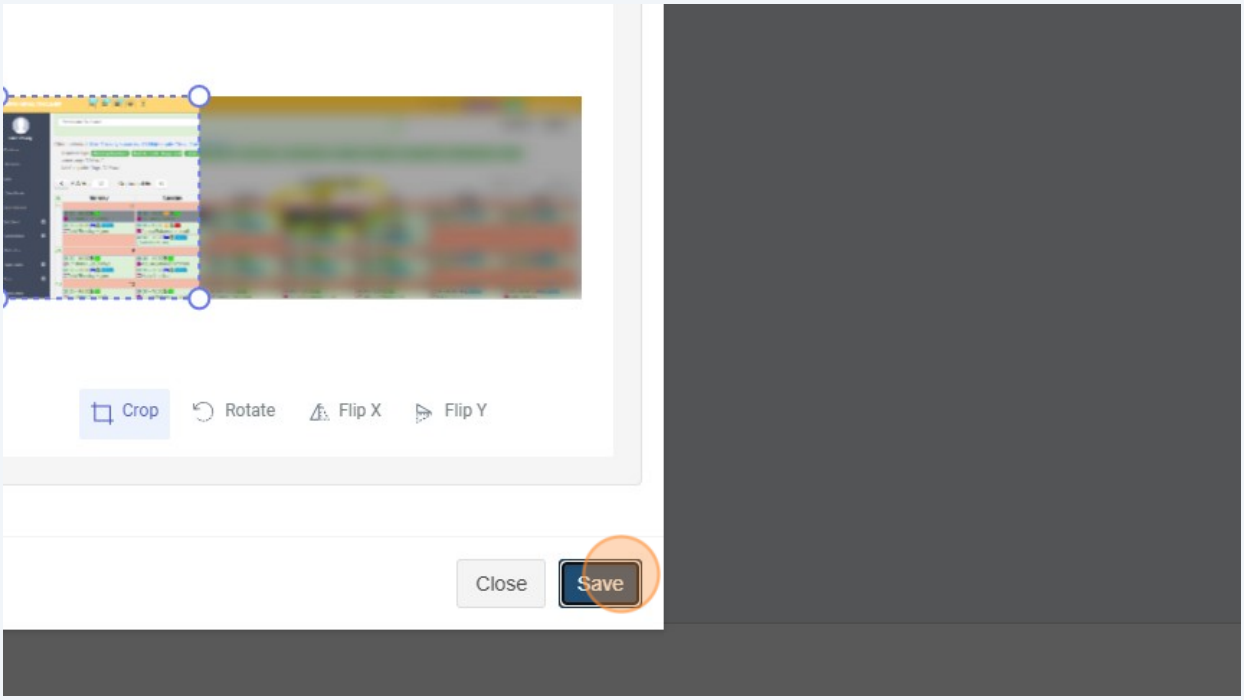


10 Type "test"

11 Click "(618) Test Training Client - Tuition House, 27-37 St. George's Road Wimbledon,"



12 Click the "Select File" field.



13 Click "Save"